

**DAO Internship Application Form for Enrolling
MS 6324
Internship Project**

Part I Personal Information

Name in English		Name in Chinese	
Student ID		Gender	
Major	OSCM	Cohort	
Are you in the final semester of study?	Yes / No		
Email address		Tel. No.	
Signature		Date	
Received by General Office		Date	

Part II: Internship Information

Name of Company		
Nature of Business		
*Details of Supervisor	Name: Phone:	Title: E-mail:
Internship Semester	Summer / A / B	
Is the internship period longer than 6 weeks in Summer or its equivalent for Part-time (at least 240 work hours) in Semester A or Semester B?	Yes / No Full-time / Part-time	
Internship Period		
Monthly Salary or Subsidy (Optional)		
Is a copy of the employment letter (or email if appropriate) attached?	Yes / No	
Book report submitted?	Yes / No	
Are you using this internship to apply for other credit-bearing course(s)?	Yes / No	

* The one who (1) has the capacity to fill out the company evaluation form and (2) has an arm-length relationship with you.

Part III: Statement

Please state how the internship meets with the CLOs of any courses from your major:

Part IV: Declaration

For taking the credit-bearing course MS6324, with the following signature, I confirm and agree that (1) 50% of the company evaluation score (i.e., 15 out of 30) may be applied if the department cannot obtain the company evaluation form by the end of the semester; (2) if this is the final semester of my study, I know that my graduation may be postponed because the final grade of MS6324 may not be released as usual; (3) the supervisor does not have any relationships with me, like relatives, classmates, etc.

Signature: _____ Date: _____

Part V: Approval (to be completed by program leaders)

I have reviewed the student application and approve/dis-approve* the proposed internship with the following reason(s) if ANY:

Signature: _____ Date: _____

**Please delete as appropriate*